

PGME COMMITTEE MEETING MINUTES

	Date: Wednesday, June 8, 2022	Time: 07:00 – 08:00	Location: Virtual
MEETING CALLED BY	L. Champion, Associate Dean, Postgraduate Medical Education		
ATTENDEES	<p>P. Basharat, P. Bere, K. Carter, A. Cheng, M. Chin, J. Copeland, S. Dave, N. Dean, G. Eastabrook, S. Elsayed, A. Florendo-Cumbermack, P. Garg, A. Grant, S. Gryn, R. Hammond, H. Iyer, L. Jacobs, A. Kashgari, J. Laba, J. Landau, Y. Leong, A. Lum, S. Macaluso, K. MacDougall, M. Marlborough, D. Morrison, C. Newnham, M. Ngo, M. Ott, M. Qiabi, K. Qumosani, M. Rajarathinam, B. Rotenberg, J. Sniderman, J. Van Koughnett, P. Teefy, J. Thain, L. Van Bussel, T. Van Hooren, J. Van Koughnett, S. Venance, M. Weir, C. Yamashita</p> <p>Hospital Rep: R. Caraman, S. Taylor, PA Exec Reps: C. Kinsman, C. Sikatori; PARO Reps: R. Barnfield, R. Woodhouse; Guests: B. Ferreira, S. Ibdah</p>		
REGRETS	M. Clemente, S. Northcott, P. Rasoulinejad, J. Ross, V. Stratton, J. Walsh		
NOTE TAKER	Andrea Good, andrea.good@schulich.uwo.ca		

CALL TO ORDER (7:00 AM) & APPROVAL OF AGENDA/MINUTES

DISCUSSION No agenda additions. Motion to approve minutes: R. Hammond, K. Qumosani. Approved.

ANNOUNCEMENTS

L. CHAMPION

- DISCUSSION**
- **Thank you to outgoing Program Directors:**
 - Dr. Ron Butler, Adult Critical Care Medicine
 - Dr. Sumit Dave, Urology
 - Dr. Rob Hammond, Neuropathology
 - Dr. Michael Ott, General Surgery
 - Dr. Rob Sedran, Emergency Medicine
 - Dr. Julie Ann Van Koughnett – Surgical Foundations (moving to General Surgery)
 - **Welcome to new Program Directors:**
 - Dr. Paul Cameron, effective June 1, 2022.
 - The new Program Directors with appointments beginning in July will be welcomed at the September 2022 meeting.

PARO UPDATE

R. BARNFIELD

- DISCUSSION**
- PGME circulated a document outlining the PARO-OTH contract changes to which PARO contributed. Changes around remuneration, vacation carryover, etc. were included. The PARO Office can be contacted at any time with questions, and a summary of changes is available online.
 - Social events and local initiatives:
 - July 10 – PGY1 social at Tin Cup mini golf and Beertown restaurant in north London
 - July 17 – Salsa dancing lesson
 - L. Champion – Thank you to R. Woodhouse and R. Barnfield for their work this year on PARO, on the PGME Committee, and on the various subcommittees.

RESIDENT ORIENTATION UPDATE**B. FERREIRA****DISCUSSION**

- Live virtual resident orientation scheduled for Thursday, June 30, 8:30-9:30am. All PGY1s and clinical fellows have been invited
- Live addresses from: Dr. John Yoo, Dr. Lois Champion, Dr. Larry Jacobs, Dr. Rebecca Barnfield, Dr. Michelle Marlborough, Dr. William Sischek
- OWL site is available as of June 6 for all residents to complete their CBME orientation, PGME orientation and all hospital orientations/requirements.
- CBME modules and Elentra modules to be completed 100%
- Question from A. Florendo-Cumbermack: Will programs be able to get a report about attendance/module completion for its residents include T2R? B. Ferreira: Yes, I can send out reports for the completions and for T2R as well.
- Programs tracking completion rates for Elentra and CBME modules – if the programs would like to know whether trainees have completed the modules, list can be sent to programs. Provide a list of who has not completed the modules.

REGISTRATION UPDATE**L. CHAMPION****DISCUSSION**

- Please monitor the PD status reports for your incoming/continuing trainees and contact them to ensure they are completing/have completed the requirements.
- These reports identify trainees who are ready/not ready to begin/continue training on July 1.
- For questions, please contact:
 - PGME Office – Karen Lancey (postgraduate.medicine@schulich.uwo.ca or Karen.lancey@schulich.uwo.ca)
 - Medical Affairs – Danielle McVeeney (Danielle.mcveeney@lhsc.on.ca)
 - Clinical Fellows – Kate O'Donnell (kate.odonnell@schulich.uwo.ca)
- June 27 – PGME and/or Medical Affairs will send a final warning letter to trainees who have not completed their requirements. You can expect to receive an email from the PGME Office regarding the delay.
- Question from M. Ott: Is there a way to get notification before June 27 as it only gives three days to correct any problems? Having information a week prior will give Program Directors more time to intervene.
 - C. Newnham: The PD status reports can be accessed by Program Directors, and we encourage them to check the ready/not ready status of their trainees and follow up as required. PGME continues to be in contact with trainees before June 27. PAs can pull the reports and have been provided with very detailed instructions on how to do so. C. Newnham can ask K. Lancey to forward the instructions to PDs as well, if they were not already sent.

YEAR 2 CURRICULUM**L. CHAMPION****DISCUSSION**

- Thank you to Program Directors who participated in our survey for the Year 2 Curriculum. There seemed to be broad support for a year 2 curriculum generally.
- Topics that were ranked first and most popular in the 'top 5' list include: Patient Safety, EDID/antiracism, wellness (ranked high, but note that Fatigue Risk Management and a burnout session is already being planned).
- Lower ranked: gender issues, climate and health, virtual care, mindfulness, social accountability
- The plan is to develop patient safety and EDID/antiracism live webinars next year for the PGY2 residents. Programs who wish to have their PGY3, 4, 5, etc. residents join are welcome. PGY1 residents will participate in the webinars in their second year.
- Eventually all residents moving through will have had the opportunity for Transition to Residency (T2R) curriculum and Year 2 curriculum.

RESIDENCY ALLOCATION SUBCOMMITTEE (RAC) UPDATE**L. CHAMPION**

DISCUSSION	<ul style="list-style-type: none"> ▪ The RAC typically identifies positions to remove year, but there is a presumption that the Ontario Medical Education Expansion Plan will create an additional 10 PGME positions for 2023. The MOH has identified priorities for: Family Medicine, Family Medicine Enhanced Skills, Anesthesiology, Emergency Medicine, Psychiatry ▪ Tentative and Preliminary: <ul style="list-style-type: none"> ▪ UG and PG meeting Friday, June 10. If new details arise, L. Champion will circulate in a newsletter. ▪ Will be discussing the expansion funding (UG, FM, specialty, DME) specifically the timing, flexibility and latitude given to universities, and related to blending CaRMS second iteration. ▪ (tentative) Programs to receive additional positions (1 position each) for 2023: Family Medicine, Internal Medicine, Anesthesiology, Psychiatry (Windsor), Emergency Medicine, FM Enhanced Skills, Physical Medicine & Rehabilitation (PM&R) ▪ The RAC took into account the traditional loss of spaces from certain programs, the MOH allocation priorities, and the societal need for PM&R and their historic program excellence. ▪ All programs have been contacted to ensure they have the resources and capacity for these additions. ▪ Question from R. Barnfield: Which FM Enhanced Skills program will receive the extra spot? L. Champion: The allocation will go to the program and then the program decides which enhanced skill will receive the extra trainee. It's suspected that it will be FM Enhanced Skill Emergency Medicine as it's both a need and a high demand program.
CARMS UPDATE L. CHAMPION	
DISCUSSION	<ul style="list-style-type: none"> ▪ 20 positions were unfilled after the first iteration: 18 Family Medicine, 1 Anesthesiology IMG, 1 Psychiatry IMG. ▪ These positions were all filled following the second iteration and post-match program (PMP) ▪ 2022 CaRMS data was circulated prior to the PGME Committee meeting that may be of interest: FM ranking as first choice has decreased over the years from about 36% to 30% this year. FM is about 40% of available positions. Other info may speak to the lack of electives available and ranking of home programs vs. away programs. There was very little perceptible change in that area based on historical data.
CARMS INTERVIEW ACCOMMODATIONS L. CHAMPION	
DISCUSSION	<ul style="list-style-type: none"> ▪ Brought forward by J. Walsh. ▪ If there are trainees with issues to sound, lighting, etc. and require accommodation during their interview, the statement provided by Dr. Northcott in Learner Experience is: "Persons with disabilities who anticipate needing accommodation for any part of the residency or fellowship or AFC trainee application may contact, in confidence, Learner Experience." ▪ The above statement is on our Virtual Interview Preparation website and can be incorporated into program interview information that is provided to the applicants (use the same language).
POLICY REVIEW L. CHAMPION	
DISCUSSION	<ul style="list-style-type: none"> ▪ Faculty Evaluation Policy (new): <ul style="list-style-type: none"> ▪ Faculty evaluations are required for both the General Standards of Accreditation for Institutions and Residency Programs ▪ Faculty evaluation was an areas for improvement (AFI) for about 40% of our programs in the 2019 accreditation site survey.

- The policy requires residents and AFC trainees to complete faculty teaching evaluations at the end of each block or after 6 months of a longitudinal experience.
- Fellows were not included because this is designed to meet accreditation standards, which do not apply to fellowships. Also, the PGME fellowship policy was just implemented and requires some programs to make significant changes. It was best to delay additional requirements for fellowship programs for now.
- The policy provides a process for evaluations to ensure confidentiality and guidelines for smaller programs. A minimum of 5 evaluations prior to distribution to the faculty member. This number came from Western policies and seemed to be a typical number across Canada.
- The policy also includes expectations for Program Directors, Chairs, RPCs, PGME and the residents/trainees.
- Question from B. Rotenberg: I have a concern around the word “requires” residents to complete an evaluation as it may seem monitored, which can be difficult in a small programs. Residents have been reluctant to submit evaluations and I cannot see how this well-intentioned policy (which I support) will change that challenge. L. Champion: Small programs have unique challenges to ensure confidentiality. A program may not be able to track the completion of evaluations in an individual sense, but may be aware how many they have overall. The intent is not to target residents who have not completed evaluations. A. Lum: suggest saying residents are “expected” rather than “required”. L. Champion: The policy will be amended with that wording.
- Going forward, PGME will develop orientation material for 2023 academic year for residents and AFC trainees, include requirements, maintenance of confidentiality, processes, resources available (i.e., Learner Experience).
- Information and resources will also be available for PAs.
- S. Venance: Is there a need for the policy to address how residents/trainees evaluate their PD who may be supervising them? L. Champion: The PA or delegate would be responsible for flagging issues to the Chair/Chief and/or the Associate Dean, PGME.
- Next steps:
 - Forms are currently housed in One45, Ventis and MyFM. These will be moving to Elentra by the start of the academic year in 2024.
 - This provides the opportunity to develop a generic clinical teaching evaluation form using best practices and load into Elentra all at once.
 - Advantages – it is easier for our residents if there is consistency between services and rotations; avoids some of the problems of excessive numbers of questions and scales.
 - A section of the generic form will be editable (Part B) by individual programs/departments for questions specifically applicable to them.
- Motion to approve with one amendment: M. Ott, seconded: A. Florendo-Cumbermack. Approved. Will move to ECSC in September.
- **Resident as Supervisors Policy (new):**
 - Companion to the Faculty Supervision Policy.
 - If residents are supervising, they need to have the same principles as faculty in their supervisory role.
 - No questions from membership. No changes suggested.
 - Motion to approve: M. Ott, seconded: J. Sniderman. Approved. Will move to ECSC in September.
- **PGME Committee Terms of Reference (revised):**
 - Minor changes to clarify voting vs. non-voting members, title changes for members/departments, etc.
 - No questions or changes required.
 - Motion to approve: M. Ott, seconded: J. Sniderman. Approved. Will move to ECSC in September

- **Leaves of Absence Policy (revised):**
 - Updated to reflect the changes from the new Royal College CBD technical guides.
 - No changes suggested or revisions required.
 - Motion to approve: K. Qumosani, seconded: M. Ott. Approved. Will move to ECSC in September.
- **Program Director Appointment Policy (revised):**
 - Minor changes to include the coaching requirements for new Program Directors, and to include AFC Program Directors under the policy as well.
 - No questions or changes suggested.
 - Motion to approve: M. Weir, seconded: S. Venance. Approved. Will move to ECSC in September.
- **Program Director Job Description (revised):**
 - Minor changes – please use the template from the website going forward.

ADJOURNMENT (8:00 AM) AND NEXT MEETING

Next Meeting: Wednesday, September 14, 2022, 7:00 – 8:00 a.m., Virtual